



Title: Secondary Tutor

Responsible to: Head of Year

Teaching Commitment: This will be dependent upon other commitments in school. However, regular contact with the students will be through the Tutorial Programme (2 periods per week) and the registration periods each morning.

Role & Position in the Organisation

The Tutor has a vital role to play in the development of the students in his/her care. As the first point of contact s/he must assume responsibility for the immediate pastoral/academic concerns of the students in the Tutor group. The tutor's own classroom practice will always exemplify the approaches, philosophies and expectations set out in the school's Guiding Statements and policy documents. S/he will work in a team alongside the Head of Year and other Tutors in helping to maintain a positive team spirit within the Year group.

Main Responsibilities

The Tutor will:

- develop a knowledge of the progress reached by students in his/her group, helping them to develop their self-esteem;
- develop knowledge of the standards of academic achievement reached by students in his/her group, helping each individual to work to his/her full potential;
- develop professionally to ensure s/he has the skills necessary to take on the role of tutor;
- assume responsibility as first point of contact between the school and the home and communicate with the Head of Year and Secondary Leadership team (Sec LT) to create quality links with the parents and students in their care.

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1: Learning and Teaching – The Tutor will:

- ensure that the Professional Standards for Learning and Teaching form the core values of interactions within the Tutor group;
- actively implement the school's Tutorial Programme;
- assist in the ongoing review of the tutorial curriculum;
- assume leadership for units of work within the tutorial curriculum, where possible;
- support the reward systems set up to motivate and encourage students;
- ensure that students are aware of and conform to the required standards of appearance and behaviour;
- assist with setting targets for individual students;
- accompany students to assemblies encouraging appropriate participation;

- encourage students to participate in the Extra Curricular Activities (ECA) Programme and other creative, community or sporting activities;
- attend Residential Visits/excursions involving the Tutor group and assume responsibility for aspects of the trip where appropriate;
- review reports and produce the Tutor report for students;
- help students with their organisational skills and encourage students to use their time effectively.

Strategic Area 2: Professional – The Tutor will:

- attend and participate fully in Year team meetings;
- be an active and supportive member of the Year team contributing positively to developments and activities within the Year group;
- attend Continuing Professional Development (CPD) opportunities to help develop skills and approaches to support his/her role as a Tutor;
- be fully involved in the School's Performance Management process and where appropriate develop strategies to help develop skills and attributes required of a Tutor.

Strategic Area 3: Culture and Communication – The Tutor will:

- liaise with the Heads of Year if any significant patterns in behaviour occur such as poor attendance, lateness, conduct emails, home learning emails, positive emails and House points;
- liaise with the Head of Year and Secondary Counsellor if concerns arise related to student well-being and safety, in line with the Child Safeguarding policies;
- liaise as appropriate, with parents, subject teachers, Learning Support/EAL staff, Head of Year, Senior Teacher for Key Stage 3 Assistant Principal - Student Welfare, Senior Teacher for Key Stage 3 and the Principal concerning the progress of the students in his/her group;
- respond in a timely manner (within 48 hours) to all communication received from parents;
- distribute correspondence and collect returns;
- attend parent/student conferences to discuss a student's progress;
- attend the coffee mornings for parents of new students, if possible, to discuss issues of general interest in the Year group;
- assist with the communication of House events and help to foster a positive House spirit

Goal II - We focus on continually improving learning

Strategic Area 1: Policy and Planning – The Tutor will:

- offer perspective and play an active role in Secondary School development planning in relation to pastoral issues;
- assist in the review and planning of the Tutorial Programme;
- assist in the compilation of student records by:
 - keeping registers up to date;
 - ensuring all information concerning a student is recorded on file and passed on to the relevant staff;
- understand and adhere to the Student Safeguarding policy, code of conduct and methods of reporting a concern.

Strategic Area 2: Finance and Resources - The Tutor will:

- liaise with the Head of Year with respect to the resources needed to run the Tutorial Programme and Residential Visit.

Strategic Area 3: Admissions - The Tutor will:

- assist with the introduction of the school to prospective students, especially in explaining issues related to the Pastoral Programme;
- ensure the smooth integration of students new to the school by establishing and monitoring the 'helping hands system' and by keeping in touch with parents to discuss the settling-in process.

Strategic Area 4: Health and Safety -The Tutor will

- ensure that students are aware of and adhere to Health and Safety and Child Safeguarding policies of the school;
- communicate the evacuation procedures to students in the Tutor group.

Strategic Area 5: Facilities – The Tutor will:

- communicate the pastoral perspective as regards facility use and facility improvement and expansion.

These duties will be developed into short and longer-term targets/objectives in consultation with the post-holder.